

**STATUTORY COURSE TRANSCRIPT SUBMITTAL**

RE 221 (Rev. 1/02)

DATE SUBMITTED

**GENERAL INFORMATION**

❖ *This form is to be used by salesperson applicants or licensees only.*

❖ If you electronically re-create this form to facilitate completion on a computer, please be advised that the form should not be altered in any manner. To do so, could result in disciplinary action. Also, please make certain you do not delete any preprinted information and are using the latest version of the form.

❖ Complete the information below and forward your transcripts to:

Department of Real Estate  
Examinations  
P.O. Box 187001  
Sacramento, CA 95818-7001

Telephone Number (916) 227-0900

❖ *Statutory Courses vs. Continuing Education Courses*

- **Do not** confuse “statutory course” requirements with “continuing education” requirements.
- Statutory courses each consist of three semester or four quarter college level units and are not interchangeable with continuing education course “clock hours”. Acceptable statutory courses include:
 

Real Estate Practice	Business Law
Accounting	Real Estate Appraisal
Property Management	Escrows
Real Estate Financing	Legal Aspects of Real Estate
Real Estate Economics	RE Office Administration
Mortgage Loan Brokering & Lending	
Computer applications in real estate	
- Continuing education course verification must be submitted to renew your license within sixty days of the four year license expiration date.

*Continued on page 2***TRANSCRIPT INFORMATION**

NAME OF APPLICANT/LICENSEE

ID# (IF LICENSED)

CURRENT MAILING ADDRESS

☐ CHECK HERE, IF YOUR MAILING  
ADDRESS IS THE SAME AS  
YOUR RESIDENCE ADDRESS.

**Check one:**

- ☐ I am attempting to qualify for the real estate salesperson examination and my Examination Application has been submitted. I am submitting evidence of either Real Estate Principles or **two** additional statutory courses.
- ☐ I have passed the real estate salesperson examination but have not been issued an original license. I am submitting transcripts as evidence of completion of two additional statutory courses. Check one of the following:
- ☐ My Salesperson License Application is attached.
- ☐ My Salesperson License Application was previously submitted.
- ☐ I am currently a licensed salesperson and am submitting transcripts as evidence of completion of **two** additional statutory courses.
- ☐ I have received a notice that my salesperson license was suspended under Section 10153.4(c) of the Business and Professions Code. I am submitting transcripts as evidence of completion of **two** additional statutory courses in order to reinstate my license.
- ☐ Other:

SIGNATURE OF APPLICANT/LICENSEE

DATE

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**DRE USE ONLY**

PROC. #

DATE KEYED

☐ ADDRESS CHANGE PROCESSED — **FILM** THIS DOCUMENT

❖ *Course accreditation, transcripts*

- Courses must be completed at an institution of higher learning accredited by the Western Association of Schools and Colleges or by a comparable regional accrediting agency recognized by the United States Department of Health, Education and Welfare, Office of Education, or by a private real estate school which has had its courses approved by the California Real Estate Commissioner.
- Official transcripts, copies of official transcripts, or a certification with school seal confirming successful completion of required course(s) are generally acceptable methods of providing evidence of completed courses.
- Courses completed through foreign institutions of higher learning must be evaluated by a foreign credentials evaluation service approved by the Department of Real Estate and that evaluation must then be submitted for review. (Refer to RE 223 - Examination Applicant Foreign Education Information.)

❖ *Processing information*

- Allow sufficient processing time (three to four weeks) to receive the non-conditional license certificate that is issued when the transcripts for the two additional courses have been submitted in conjunction with an 18-month conditional license, or have been submitted to reinstate from conditional license suspension under Section 10153.4 of the Business and Professions Code.
  - We cannot honor requests to confirm receipt of faxed documentation. Your fax machine may provide a confirmation sheet to show receipt of your documents..
  - All applications are processed in date received order, whether submission was made by mail, by fax, or was received at a District Office front counter.
  - Your transaction will be reflected on our web site at **[www.dre.ca.gov](http://www.dre.ca.gov)** under License Status as soon as it is processed.
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